

Part 1: Ordering the project

Batchload Process for Texas Libraries

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Customer Support

OCLC

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Agenda

- Welcome and Introductions
- Review Batchload Project Types
- Explore Batchload Output Options
- Outline the Batchload Process & Timeline
- Questions and Discussion

Welcome

Welcome to OCLC and to the
Texas Resource Sharing Project.

Why Batchload is Important

- Add OCLC #s to records in your library system
- Displays your library information in WorldCat
- Makes your items searchable in Navigator
- Supports the Texas Navigator program
 - Helps libraries locate materials held by other libraries in Texas and elsewhere for the purpose of interlibrary borrowing and lending

Objectives

- Identify the project type for my library
- Identify the output option(s) for my library
- Follow the basic OCLC Batchload process
- Submit a Batchload Order Form to OCLC
- Access Batchload documentation

Timeline for Holdings Maintenance

- Plan 8 to 10 weeks to complete the batchload process
- **Week 1** = Submit batchload order form
- **Week 2** = Submit data files to OCLC
- **Weeks 3 – 7** = OCLC processes data and returns files
- **Week 8** = Update your local system with OCLC numbers
 - Reload records back into local system to add OCLC numbers
- **Weeks 9 – 10** = Decide how to maintain holdings
 - Submit ongoing batchload order forms
 - Submit CatExpress order form

OCLC Symbol – key to your identity

One of the ways we track and manage the work we do with your library is by using your OCLC symbol.

Use *Directory of OCLC Libraries* to locate your library's OCLC symbol. Enter whatever you know; part of a name, city, etc.

<http://www.oclc.org/contacts/libraries.en.html>

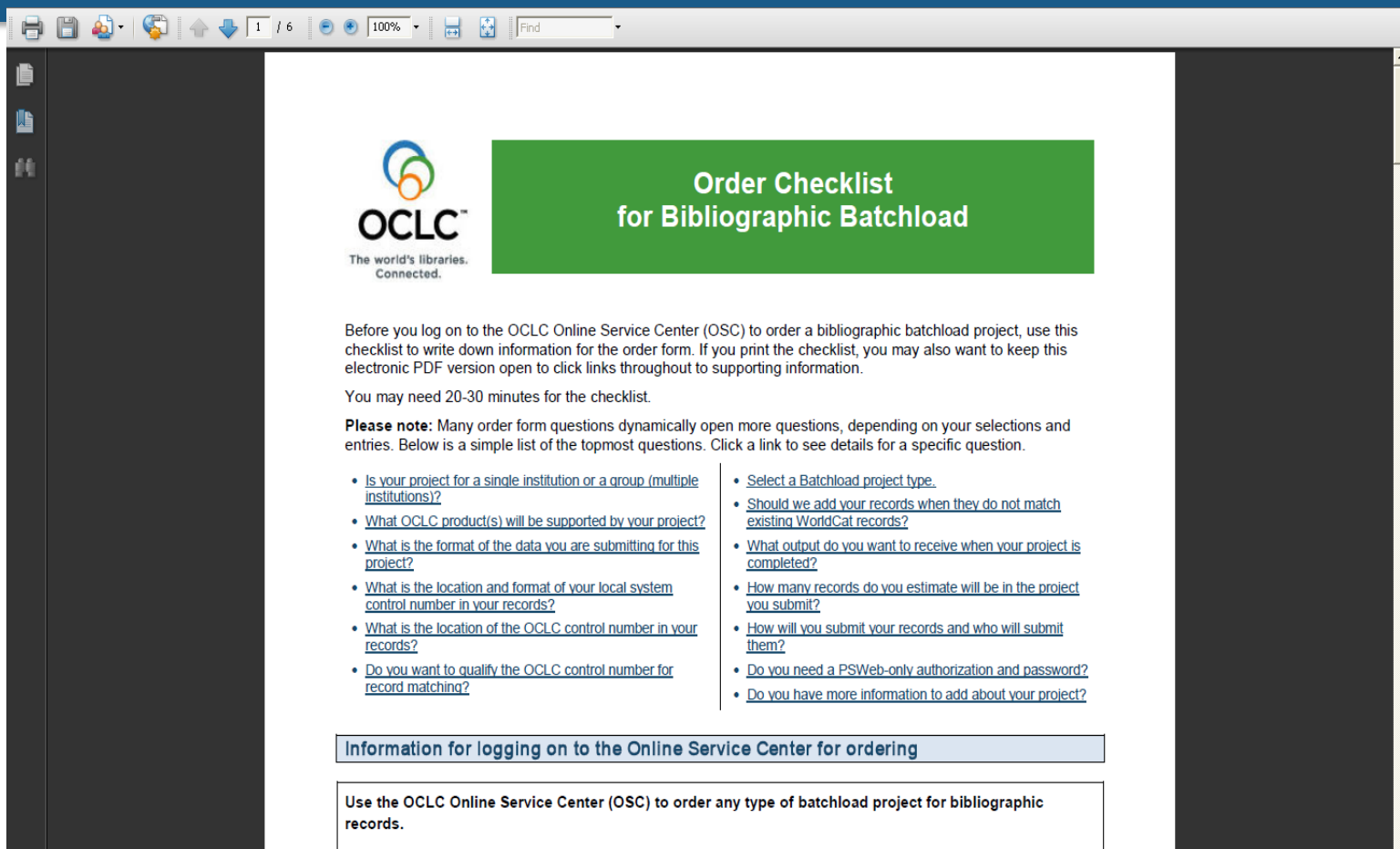
Steps to Batchload

- The basic steps are:
 - **Submit the batchload order form**
 - Send your bibliographic records to OCLC
 - OCLC matches them with records in WorldCat
 - OCLC puts the OCLC number into your records
 - OCLC returns records to you
 - You re-load records and index the OCLC numbers

Project Types

Type	When to use . . .
Reclamation - If you DO have holdings in WorldCat	<ul style="list-style-type: none">• Holdings <i>not</i> fully maintained in WorldCat• Cannot identify when to set/cancel holdings• Need to sync WorldCat & local holdings
Retrospective - If you do NOT have holdings in WorldCat	<ul style="list-style-type: none">• No holdings in WorldCat• Holdings gaps in WorldCat• OCLC control-number gaps in local OPAC

Order Checklist for Bibliographic Batchload



The screenshot shows a web browser window displaying the OCLC Order Checklist for Bibliographic Batchload. The OCLC logo is in the top left, with the tagline 'The world's libraries. Connected.' Below it. A green banner at the top right contains the title 'Order Checklist for Bibliographic Batchload'. The main content area includes a paragraph explaining the purpose of the checklist, a note about the time required, and a list of questions to be answered. A section titled 'Information for logging on to the Online Service Center for ordering' is at the bottom.

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Order Checklist for Bibliographic Batchload

Before you log on to the OCLC Online Service Center (OSC) to order a bibliographic batchload project, use this checklist to write down information for the order form. If you print the checklist, you may also want to keep this electronic PDF version open to click links throughout to supporting information.

You may need 20-30 minutes for the checklist.

Please note: Many order form questions dynamically open more questions, depending on your selections and entries. Below is a simple list of the topmost questions. Click a link to see details for a specific question.

- [Is your project for a single institution or a group \(multiple institutions\)?](#)
- [What OCLC product\(s\) will be supported by your project?](#)
- [What is the format of the data you are submitting for this project?](#)
- [What is the location and format of your local system control number in your records?](#)
- [What is the location of the OCLC control number in your records?](#)
- [Do you want to qualify the OCLC control number for record matching?](#)
- [Select a Batchload project type.](#)
- [Should we add your records when they do not match existing WorldCat records?](#)
- [What output do you want to receive when your project is completed?](#)
- [How many records do you estimate will be in the project you submit?](#)
- [How will you submit your records and who will submit them?](#)
- [Do you need a PSWeb-only authorization and password?](#)
- [Do you have more information to add about your project?](#)

Information for logging on to the Online Service Center for ordering

Use the OCLC Online Service Center (OSC) to order any type of batchload project for bibliographic records.

<http://www.oclc.org/us/en/support/documentation/batchprocessing/using/checklistfororderingBib.pdf>

The Online Service Center

The OCLC Online Service Center is a secure, Web-based tool that you can use to manage your OCLC account and purchase some OCLC products and services.



Online Service Center

[Log on](#)
[Create an account](#)

[OCLC: Online Service Center](#)

[Log on](#)

[Log on](#)

[Create an account](#)

[Order OCLC products and services](#)

[Membership reports](#)

[Gear and logo items](#)

[Documentation](#)

Welcome to the OCLC Online Service Center

From Awareness to Funding

A study of library support in America

This OCLC membership report evaluates the potential of a national marketing campaign to increase public library funding in the U.S. [Learn More »](#)



As a guest, you can browse and order a variety of items, including OCLC reports to its membership, tools that can help you market library services to patrons, and great OCLC logo items. Simply begin browsing for the items you'd like, add them to your cart, then purchase any billable items using your credit card (as you could in the old OCLC Shop).

Registered users have many more benefits available to them. When you [Create an account](#) and [Log on](#), you will be able to order all of the items above as well as OCLC professional services for libraries, such as FirstSearch, Batch services, Bibliographic Notification Service, eSerials Holdings Service, WorldCat Cataloging Partners, WorldCat Collection Analysis, Language Sets and more. Sorry, except for purchases of Batch Services, only purchases of OCLC services for institutions in the United States, Canada and Latin America can be made through the Online Service Center at this time. If you are a library outside the regions listed above who wants to order a batchload project for bibliographic or local holdings records, you can order your project through the Online Service Center. Please contact [OCLC or your billing partner](#) to purchase all other OCLC services in other regions.

In addition, you will be able to manage information related to your institution and yourself, and access your order history for everything you purchase through the Online Service Center. [Log on now](#) or [Create a new account](#)

<https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051>

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The Online Service Center

- Go to: www.oclc.org – Link to Online Service Center
 - <https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051>
- Select
 - Create an Account –
 - Select Institution Account
 - Enter your OCLC Symbol in the space provided
 - Click CONTINUE

Create an OSC Account

- Follow screen directions to enter
 - User ID
 - Password
 - Contact information
- Click “Create Account”
- OCLC will set up the account (24 hours to complete)
- You will receive Email confirmation when logon is active

Welcome Screen



Welcome, KATHY
Big County Library Sys...
01OCLC20113631 (BGCBL)
[Log off](#)

Order OCLC products and services

My institution

My personal info

OCLC : Online Service Center

Order OCLC products and services

[OCLC services](#)

[Membership reports](#)

[Gear and logo items](#)

[Documentation](#)

[Support and Training](#)

[OCLC Price List](#)

Manage my institution account

[Billing information](#) **NEW!**

[Addresses](#)

[Contacts](#)

[Roles](#)

[Authorizations](#) **NEW!**

[Search For Institution](#)

[Search Institution Results](#)

[Saved Orders](#)

[Order history](#)

[Log on to OCLC Usage Statistics](#)

[OCLC Cataloging and Resource Sharing Quote](#)

[Service Configuration](#)

Manage my personal information

[Edit my profile](#)

[Change my password](#)

Welcome to the OCLC Online Service Center

Perceptions of Libraries, 2010

Context and Community

This OCLC membership report provides updated information and new insights into information consumers and their online habits, preferences, and perceptions.

[Learn More »](#)



Order OCLC products and services

Now you can order OCLC membership reports and promotional materials in the same place you order your OCLC online services such as CatExpress, EZproxy, FirstSearch and Language Sets.

Manage my institution account

Manage contact information for people at your institution and what roles people serve in your institution. You can also update the addresses for your institution's locations, as well as check your order history and retrieve saved orders.

Manage my personal information

Change your password and update contact information related to your personal account.



OCLC accepts the major credit cards above as well as purchase orders and billing through OCLC-affiliated billing partners.

For ordering help or to order by mail or fax, contact your [billing partner](#) or e-mail us at orders@oclc.org. For technical assistance, call [OCLC Support](#) at 1-800-848-5800. For questions about or assistance with your billing statements or invoices, please email [OCLC Accounts Receivable](#)

OCLC Services



OCLC™ Online Service Center

Welcome, KATHY
Big County Library Sys...
01OCLC20113631 (BGCBL)
[Log off](#)

Order OCLC products and services

My institution

My personal info

[OCLC](#) : [Online Service Center](#) : [Order OCLC products and services](#) : OCLC services

OCLC services

[Batchload for Bibliographic Records](#)

[Batchload for Local Holdings Records](#)

[Bibliographic Record Notification](#)

[CatExpress](#)

[Dewey Services and Publications](#)

[Digital Collection Gateway](#)

[eSerials Holdings Service](#)

[EZproxy](#)

[FirstSearch](#)

[WorldCat Collection Analysis](#)

[WorldCat Cataloging Partners](#)

[OCLC Price List](#)

OCLC services

Make your library more visible on the Web

People discover your content through Google, Yahoo! and WorldCat.org when you [subscribe to WorldCat](#).



Featured OCLC services



[Batchload for Bibliographic Records](#)

Order a batchload project for bibliographic records.
Order now to jumpstart synchronizing your holdings in WorldCat!

[Order](#)



[Batchload for Local Holdings Records](#)

Order a batchload project for the Local Holdings Record Updating service.
Order now to update your item-specific holdings information in WorldCat!

[Order](#)



[Bibliographic Record Notification](#)

Automated delivery of bibliographic records to your library.

[Order](#)



[CatExpress](#)

Simple, web-based copy cataloging.

[Order](#)



[Dewey Services and Publications](#)

You may order Dewey products online, feel free to begin browsing and selecting products. Library schools may contact OCLC Dewey Services for quantity discounts.

[Order](#)



[Digital Collection Gateway](#)

A self-service tool for uploading the metadata of your CONTENTdm digital content to WorldCat

[Order](#)



Internet

100%

Batch load Order Form



Welcome, KATHY
Big County Library Sys...
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[Log off](#)

Order OCLC products and services

My institution

My personal info

[OCLC](#) : [Online Service Center](#) : [Order OCLC products and services](#) : Batchload for Bibliographic Records

Order OCLC products and services

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Order Batchload for Bibliographic Records

Batchloading for bibliographic records



Batchload for bibliographic records synchronizes your library's records with WorldCat. Send your records to OCLC once or send them on an ongoing basis to match with WorldCat records. Your library's holdings will be added (updated) or deleted (canceled) in WorldCat when your records are matched. If you choose, your unmatched records can be added to WorldCat.

Synchronizing your library's records with WorldCat helps maximize your use of Web-scale Management Services, WorldCat Local, Group Catalog and other OCLC services for resource sharing, collection development, and acquisition activities.

You can order either a single-institution project for your library only or a project for a group (multiple institutions). If you order for a group, **please note**:

- You must use an OCLC institution symbol that is profiled for your group project to place an order for the group, not a symbol for an individual OCLC institution. If your group does not have a symbol, please contact [OCLC Customer Support](#) for help. Order your project after you have the symbol.
- The order form requires that you enter a list of the OCLC institution symbols for the members of the group (maximum of 500 symbols separated by commas, spaces, or semicolons). If your list is long, you may want to prepare it ahead of time and copy and paste it into the order.

[More information about ordering Batchload for bibliographic records.](#)

[Checklist of information for completing this form](#)

For more information about pricing or other questions, please contact OCLC Customer Support support@oclc.org

Use this order form to order any kind of batchload project for bibliographic records. Order batchload for the Local Holdings Record Updating service (LHRUS) separately.

☒ I am ready to order a bibliographic batchload project. [Continue to next step.](#)

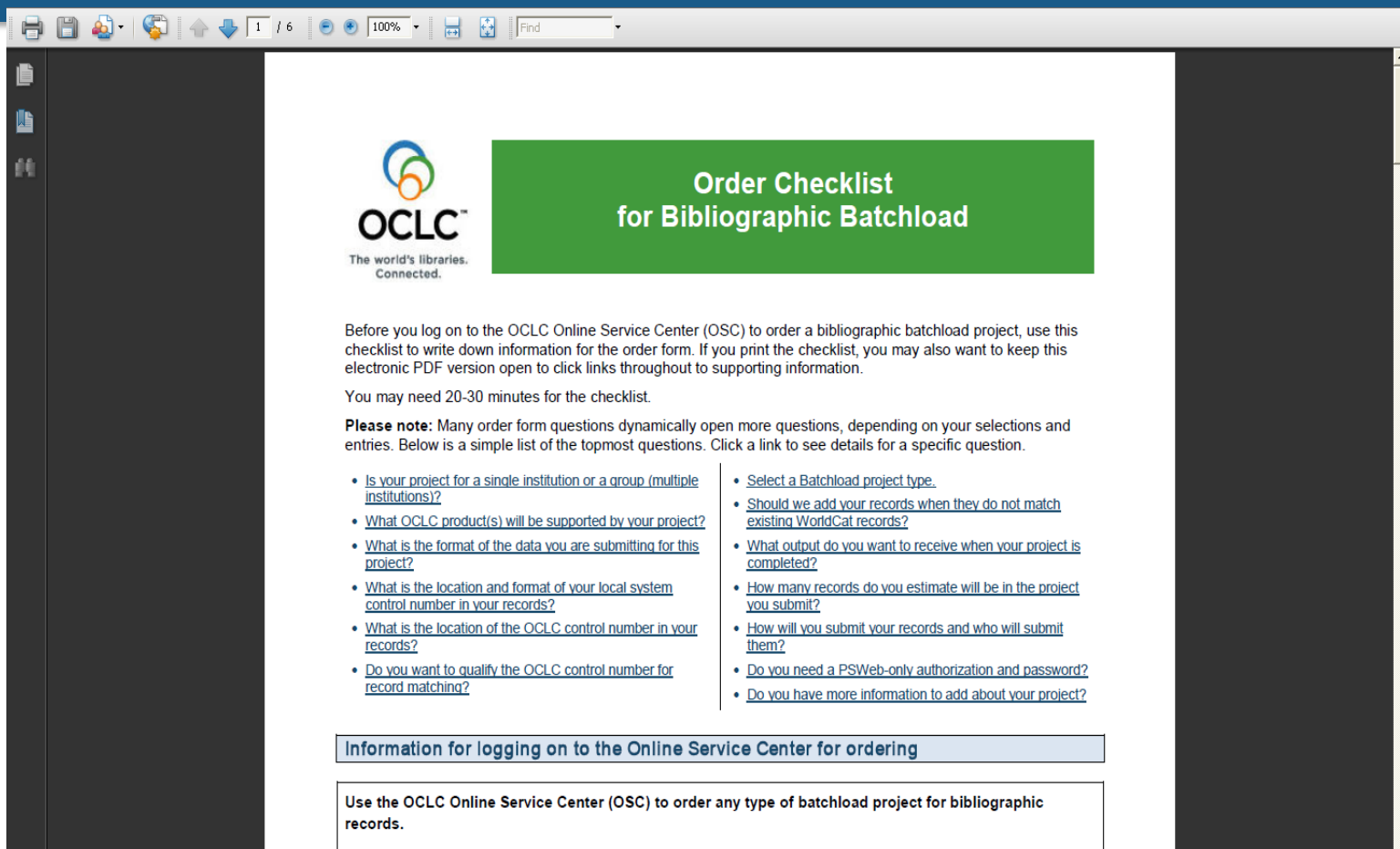


OCLC accepts the major credit cards above as well as purchase orders and billing through OCLC-affiliated billing partners.

For ordering help or to order by mail or fax, contact your [billing partner](#) or e-mail us at orders@oclc.org. For technical assistance, call [OCLC Support](#) at 1-800-848-5800. For questions about or assistance with your billing statements or invoices, please email OCLCAccounts@oclc.org.

Trademarks, products and service names are trademarks of their respective companies.

Order Checklist for Bibliographic Batchload



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Order Checklist for Bibliographic Batchload

Before you log on to the OCLC Online Service Center (OSC) to order a bibliographic batchload project, use this checklist to write down information for the order form. If you print the checklist, you may also want to keep this electronic PDF version open to click links throughout to supporting information.

You may need 20-30 minutes for the checklist.

Please note: Many order form questions dynamically open more questions, depending on your selections and entries. Below is a simple list of the topmost questions. Click a link to see details for a specific question.

- [Is your project for a single institution or a group \(multiple institutions\)?](#)
- [What OCLC product\(s\) will be supported by your project?](#)
- [What is the format of the data you are submitting for this project?](#)
- [What is the location and format of your local system control number in your records?](#)
- [What is the location of the OCLC control number in your records?](#)
- [Do you want to qualify the OCLC control number for record matching?](#)
- [Select a Batchload project type.](#)
- [Should we add your records when they do not match existing WorldCat records?](#)
- [What output do you want to receive when your project is completed?](#)
- [How many records do you estimate will be in the project you submit?](#)
- [How will you submit your records and who will submit them?](#)
- [Do you need a PSWeb-only authorization and password?](#)
- [Do you have more information to add about your project?](#)

Information for logging on to the Online Service Center for ordering

Use the OCLC Online Service Center (OSC) to order any type of batchload project for bibliographic records.

<http://www.oclc.org/us/en/support/documentation/batchprocessing/using/checklistfororderingBib.pdf>

Complete the Order Checklist

- Page 2:
- Institution Information:
- Supplied automatically after you logon
 - OCLC Symbol : [xxxxxx]
 - May be 3 or 5 characters

Order Checklist – Page 2

Is your project for a single institution or a group (multiple libraries)?

- ☐ Single Institution
- ☐ Group

If Group:

What is the OCLC Institution symbol for billing? _____

What is the OCLC group project symbol? _____

Caution: You must be logged on using a OCLC group project symbol to order for the group. If you do not have an OCLC group symbol, contact support@oclc.org.

Where in the group records are the library identifiers for the shared local system?

Field _____ Subfield _____

If group: Enter all OCLC Institution symbols of libraries in your group (up to 500 symbols separated by commas, spaces, or semicolons):

Notes:

- To look up OCLC Institution symbols, click this link to open [Find an OCLC library](#).
- After you order for a group, you will work with an OCLC database specialist to set up a table that correlates each library identifier with the library's OCLC Institution symbol for setting holdings in WorldCat. See [more details](#) about data you will need to provide.

Select
Single
Institution

Order Checklist – Page 2

Which OCLC product(s) will be supported by your project?

☐ Web-scale Management Services

☐ WorldCat Collection Analysis

☐ WorldCat Local

Note: You can request information in the order form on branch level scoping for implementing WorldCat Local, or you can get that information here. Click this link: [Local Holdings Record Batchload for Branch Level Scoping](#).

☐ An OCLC Group Catalog

What is the Group Catalog name? Texas group catalog

☐ Project not for specific OCLC product(s)

Notes:

- If you are implementing [WorldCat Navigator](#), select WorldCat Local or Group Catalog, depending on your contract.
- If you are batchloading for [WorldCat.org](#), select "Project not for specific OCLC product(s)".

Select: An OCLC Group Catalog

Order Checklist – Page 3

What is the format of the data you are submitting for this project?

- ☐ **MARC**
 - ☐ **MARC 21**
 - ☐ **UNIMARC**
 - ☐ **INTERMARC**
 - ☐ **IBERMARC**
 - ☐ **Other** _____
- Character encoding
- ☐ **MARC-8**
 - ☐ **UTF-8 Unicode**

Select: MARC21 (preferred)

Character Encoding: MARC-8

Order Checklist – Page 3

What is the location and format of your unique local system bibliographic number?

Note: You will not see this question if you are sending non-MARC data for your project.

Location in MARC records

- | | |
|----------------------------------|--|
| <input type="checkbox"/> 001 | <input type="checkbox"/> 907 \$a |
| <input type="checkbox"/> 035 \$a | <input type="checkbox"/> Other: Field _____ Subfield _____ |

Location in non-MARC records

- ☐ Column in spreadsheet or tab-delimited text
- ☐ Label in labeled data
- ☐ Other: _____

Example _____ Enter an example of your system's local bibliographic number.

Local system number used for Cross reference report
Match point for reloading records back to your system

Local System Numbers

- Essential match point when re-loading records
- Local system number aka
 - Title Control Key
 - Bibload Report #
 - Import Source
 - Bib #
- Location (examples)
 - 001 43328

Order Checklist – Page 3/4

What is the location of the OCLC control number in your records?

Note: You will not see this question if you are sending non-MARC data for your project.

Location in MARC records (select as many as apply)

- ☐ None (records do not contain OCLC numbers)
- ☐ 001, OCLC number with ocn/ocm prefix
- ☐ 001, OCLC number only, no prefix
- ☐ 035 \$a (OCoLC)
- ☐ Other: Field _____ Subfield _____

See more about the [OCLC control number](#).

ONLY If you have OCLC #s in records

Do you want to qualify the OCLC control number for record matching?

Note: You will not see this question if you are sending non-MARC data for your project.

Select any combination, all, or none of the following:

- | | |
|--|---|
| <input type="checkbox"/> Derived title (245, 246, 247) | <input type="checkbox"/> Language of cataloging (040 \$b) |
| <input type="checkbox"/> Date (008/07-10) | <input type="checkbox"/> Use all qualifiers |
| <input type="checkbox"/> Material type (Leader/06) | <input type="checkbox"/> Do not use any qualifiers |
- For more information, see the [Selecting OCLC Number Qualifiers for Bibliographic Batchload](#) quick reference.
 - If the data you are sending for this project is a simple list of numeric search keys, the only available selection is "Do not use any qualifiers."

Derived Title is the default qualifier

Order Checklist – Page 4

Select a Batchload project type.

☐ One time

What type of project will it be?

☐ Cancels

Cancels holdings for all records you send.

☐ Reclamation

See [Batchload Solutions for Bibliographic Records](#) for more information.

☐ Set for all

Sets holdings for all records you send.

☐ Set or cancel based on value of Rec Stat

Sets or cancels holdings based on the value of record status (Leader05).

☐ Retrospective

See [Batchload Solutions for Bibliographic Records](#) for more information.

☐ Set for all

Sets holdings for all records you send.

☐ Set or cancel based on value of Rec Stat

Sets or cancels holdings based on the value of record status (Leader05).

Select: **One Time / Set for All**

Reclamation: if you have holdings to match in WorldCat

Or **Retrospective:** if you do not have holdings in WorldCat

Order Checklist – Page 5

Should we add your records when they do not match existing WorldCat records?

Note: You will not see this question if you are sending a list of numeric search keys for your project.

☐ Yes

☐ No

If your records are unmatched, and if they meet standards of quality and completeness, we can add them to WorldCat as original cataloging.

Select:

No - if you do Not want original records added

Order Checklist – Page 6 – Output

☐ Report and your records

This selection is available only if you are sending MARC data.

- For a project based on MARC records, you get an XREF report. You also get your records with OCLC numbers added in the location and format you select below.
- Please note: If you choose below to merge the OCLC control number into the 001 field, any existing 001 in your records will be replaced. If you choose another field, the new field will be added without replacing existing data. However, the new field will not be added if it is an exact duplicate of an existing field.

OCLC control number location and format

Select field to merge OCLC number

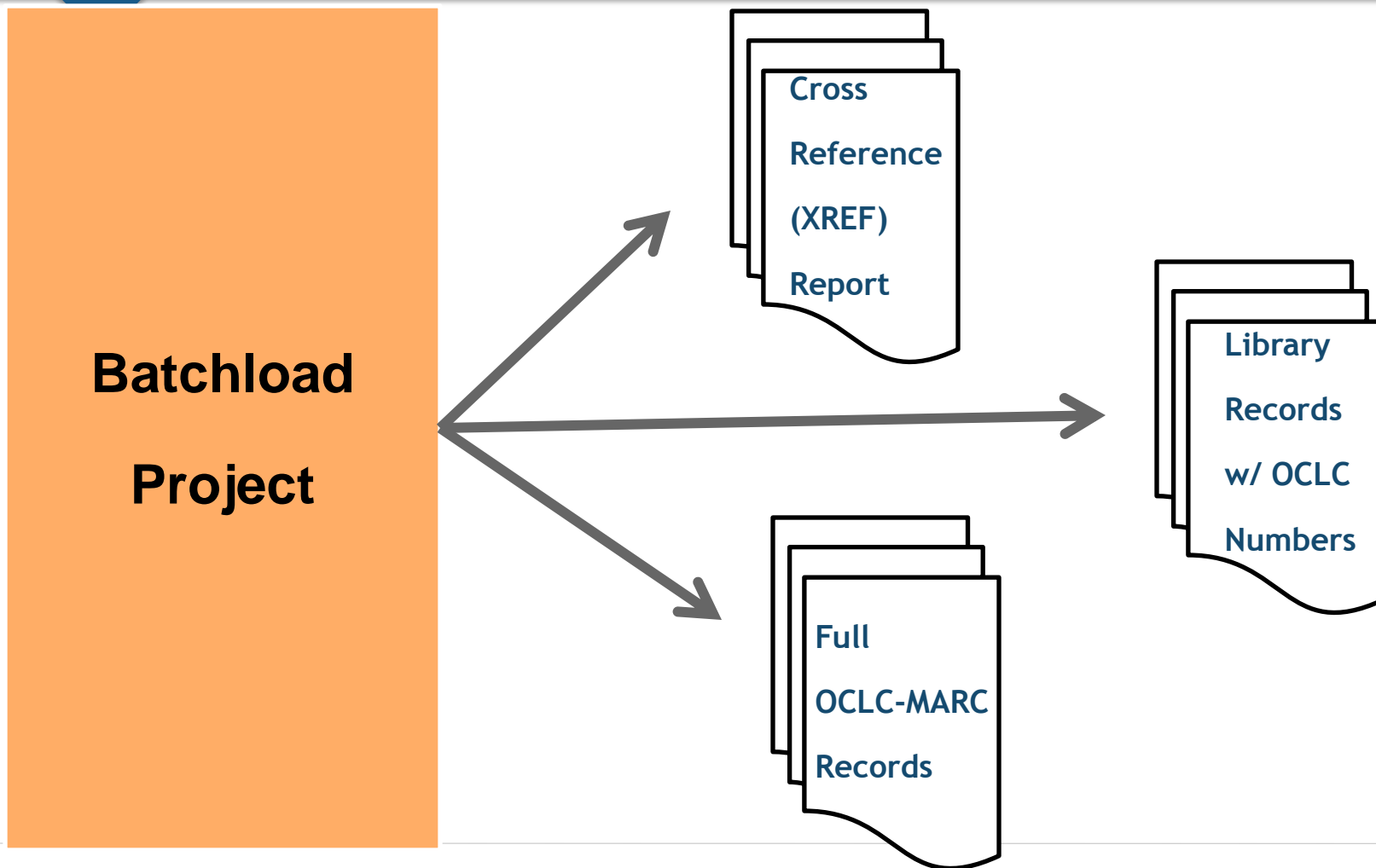
- ☐ 001
☐ 035 \$a
☐ Other: Field _____ Subfield _____

Select format of OCLC number

- ☐ (OCoLC)1234
☐ (OCoLC)ocm00001234
☐ ocm00001234
☐ 00001234
☐ 1234

You will get a Cross Reference Report automatically

Batchload Output



Cross Reference Report

- Two-column text file
- Matches OCLC numbers to local system bib numbers
 - from incoming files
- E-mailed as a .txt attachment

Format:

OCLC Control #	Submitted 001 Field
48110766	.b21361198
179104583	.b21512760
229024760	.b21512772

Use the Cross Reference Report to:

1. Match OCLC numbers to your bibliographic records
2. Merge OCLC numbers into bibliographic records in your OPAC.

Note: To merge numbers, you may need to work with your ILS vendor. OCLC does not provide this level of support.

Your Records w/ OCLC Numbers

- Specify in Output section of Order Form
- OCLC number merged into 035 \$a with “(OCoLC)” prefix*

Example:

OCLC #	Default Merge*
48110766	035__ a (OCoLC)481
179104583	035__ a(OCoLC)179 3
229024760	035__ a(OCoLC)2290 0

* By default, the OCLC number is merged into 035 \$a. If you prefer to use some other field, please specify that in Output in the Batch order form. For example, you may want the OCLC number in 001 with the *ocm* or *ocn* prefix.

Full OCLC-MARC Records*

* Unlike the first two output options, there may be costs associated with producing full OCLC-MARC records.

- Merged local data into copies of OCLC
- OCLC numbers in 001 prefixed with ocn or ocm
- OCLC number in 035 \$a prefixed with “(OCoLC)”
- Custom post-processing is possible

Example:

OCLC #	Default Merge*
48110766	035__ a (OCoLC)48110766
48110766	001 ocm48110766

Order Checklist – Page 7

- How to submit your files
 - Product Services Web <http://psw.oclc.org>
 - FTP via EDX
- Request the PSWeb authorization & password

Order Checklist – Page 7

•How to submit your files

- ☐ Upload to the OCLC Product Services Web (PSWeb)

See instructions for [uploading records to PSWeb](#). PSWeb is at: <http://psw.oclc.org>.

Do you need a PSWeb-only authorization and password?

☐

Select the check box above only if you do not already have an authorization that will also work for PSWeb. You can use your authorization for OCLC cataloging, FirstSearch (with an administrative or statistics password), or resource sharing authorization, if you have one of these, to log on to PSWeb.

If you request an authorization, please enter a password.

Preferred password _____

Guidelines for password:

- Use uppercase letters A-Z, digits 0-9, and characters #, @, and %.
- Use a letter or digit as the first character.

**YES - to get the
Needed authorization**

Submit the Order Form

- Once completed, **review** the order form
- Click **Continue** to see Terms & Conditions
- Click **I Agree** to go to next screen
- Click **Submit** to submit the order
 - You will get a Web receipt / “What’s next”
- Email confirmation with Project ID
 - Copy of order form / What’s next

Batchload Resources

The screenshot displays the OCLC Support & Training website. The top navigation bar includes links for 'SIGN IN' and 'CREATE AN ACCOUNT'. Below this is a search bar and a 'Librarian's Toolbox' button. The main navigation menu features 'Product Support', 'Training', 'Software & Reports', and 'Ordering & Billing'. The breadcrumb trail indicates the current location: 'Home > Batchload > Documentation'. The left sidebar lists 'Batchload', 'Record delivery', 'Documentation', and 'Frequently asked questions'. The main content area is titled 'Batchload documentation' and 'About batchload services'. It contains two primary guides: 'OCLC Batch Services User Guide' and 'Local Holdings Record Updating Service User Guide'. The 'OCLC Batch Services User Guide' section includes a 'Please note' about the obsolescence of the 'OCLC Concise Batch Processing Guide'. The 'Local Holdings Record Updating Service User Guide' section describes the LHRUS batchload solution. A 'Using batchload services' section lists several resources: 'Batchload Solutions for Bibliographic Records Quick Reference', 'Order Checklist for Bibliographic Batchload', 'Order Checklist for LHRUS Batchload (Local Holdings Record Updating service)', 'Send MARC Records for Batchload Using PSWeb', 'Send MARC Records for Batchload Using FTP', and 'Send Bibliographic Records for Batchload Using Your Innovative (I) Local System'.

OCLC[®] Support & Training

Search Support & Training

Contact OCLC Support System Alerts Librarian's Toolbox

Product Support Training Software & Reports Ordering & Billing

Home > Batchload > Documentation

Batchload

Record delivery

Documentation

Frequently asked questions

Batchload documentation

About batchload services

OCLC Batch Services User Guide

Covers bibliographic record processing: Definitive information about using Batchload at OCLC to keep your holdings up-to-date in WorldCat. Describes types of batchload projects for bibliographic records, options for ordering a project and receiving output, how to order, and more.

Please note: The former "OCLC Concise Batch Processing Guide" is obsolete and has been removed. It is superseded by this Guide.

Local Holdings Record Updating Service User Guide

Covers local holdings record processing: Definitive information about using LHRUS as the batchload solution to keeping your local holdings records up-to-date in WorldCat.

Using batchload services

Batchload Solutions for Bibliographic Records Quick Reference

Condensed version of the Batch Services User Guide. Describes types of batchload projects for bibliographic records, options for ordering a project and receiving output, how to order, and more.

Order Checklist for Bibliographic Batchload

Simulation of the Bibliographic Batchload order form. Print and complete this checklist of order form questions to prepare your information **before** logging on to order a bibliographic batchload project.

Order Checklist for LHRUS Batchload (Local Holdings Record Updating service)

Simulation of the LHRUS Batchload order form. Print and complete this checklist of order form questions to prepare your information **before** logging on to order an LHRUS batchload project.

Note: Accepting the Batchload Terms and Conditions (T&C) is required when you order a batchload project. You can [preview the T&C here](#).

Send MARC Records for Batchload Using PSWeb

Detailed instructions for sending records to OCLC for batchload via PSWeb (OCLC Product Services Web).

Send MARC Records for Batchload Using FTP

Detailed instructions for sending records to OCLC for batchload via FTP (file transfer protocol).

Send Bibliographic Records for Batchload Using Your Innovative (I) Local System

<http://www.oclc.org/support/services/batchload/documentation.en.html>

For more information...

OCLC Customer Support

Phone: 800-848-5800

Email: support@oclc.org

Include “Batchload” in subject line

Thank you